

CITY OF NEWTON

PARKING TICKET APPEAL PROCESS

Office of the Parking Clerk
City Hall
1000 Commonwealth Avenue
Newton, MA 02459-1449

- 1) A ticket appeal can be in writing by mail, email parking_clerk@newtonma.gov or in person at the Treasurer's office. We request that the appeal be put in writing (see our standard form on the reverse side) and include at least the following information: the ticket number, location and meter number if applicable, date, time, make /model of your car, license plate number, reason for the ticket and the reason for the appeal. We review and research the facts and respond back accordingly.
- 2) If you are not satisfied with the response, you may request a formal hearing by calling the Parking Clerk at (617) 796-1344. You will be assigned a date/time to appear, at which time you may present **any new information** not provided in the original written appeal. The Parking Clerk will render a decision in writing within 14 days.
- 3) If you do not agree with the Parking Clerk's decision, you may file a formal appeal with the Superior Court.

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Massachusetts General Laws allow individuals to challenge the issuance of parking tickets. This may be done either by mail, email parking_clerk@newtonma.gov or through a formal hearing. Use of this form is sufficient when submitting challenges by mail. Completed forms should be sent to the above address. This form may also be submitted in person at the Parking Clerk's office. Appointments for a formal hearing can be made by calling (617) 796-1344. **All challenges to parking tickets must be received by this office within 21 days of the date of the ticket.**

NAME: _____

ADDRESS: _____

TICKET NUMBER: _____ LICENSE PLATE: _____

METER NUMBER/LOCATION: _____

Reason for challenge: _____

(use other side if necessary)

SIGNATURE: _____ DATE: _____

NOTE: Use of this form is not required by law. A letter may be submitted instead but must include the above information.